



Department of Public Works

Administration
Engineering Services
Traffic Engineering & Operations
Road Maintenance & Operations
Real Estate Services
Waste Management
Utility Services

2025 NE Kresky Avenue, Chehalis WA 98532 • 360-740-1123 • Fax: 360-740-1479 • TDD: 360-740-1480
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TO: Road Approach Permit Applicants

FROM: Linda Ray and Lanette Scapillato, Office Assistants
360-740-1123, Extension 1123 or 1122

Instructions for Mailed-In Road Approach Permits

1. Enclose a map or site plan that shows where you want to put your road approach.
2. Fill out the first page of the permit. Don't write anything in the *Location* area. We will fill it in based on the map and parcel #. You don't need to fill in the *Legal Description* or *Related Permits* areas either. If you aren't sure if you should check one of the *Existing Approach* boxes, read the next page.
3. Read the information, then sign and date the permit.
4. Read, initial, and date the second page.
5. Mark the proposed location with a stake, ribbon, or whatever is suitable so that the field supervisor can tell where the approach will go. One stake etc. in the middle of the approach location is enough. If there is already an approach at the site, we'd still like it marked (beside the approach) if there will be a change in use or there are other driveways near it. Write on the permit how it has been marked.
6. Mail the map and two permit pages to the Kresky Avenue address given above. Keep the rest of the pages for your information. Make a copy before mailing it. The contractor should have a copy on site during installation. Once the permit has final approval, I will mail a copy of the approval back to you.
7. Enclose a check or money order for \$125.00 made out to "Lewis County Public Works."
8. Call us at 360-740-1123 with any questions you may have.

Do I use a standard road approach permit or an existing approach verification?

Use an Existing Approach Verification when:

- The approach existed before Jan. 1, 2004
- AND
- The proposed use for approach is the same as what was before Jan. 1, 2004.
- OR
- Approach will be off a private road that has an approved approach to the county road.

Use a Standard Road Approach Permit when:

You will be installing a brand new approach.

OR

You will be extending the culvert or widening the approach.

OR

The existing approach was installed after Jan. 1, 2004, or the use changed after that date.

OR

The existing approach has a change in use; e.g., agriculture or forestry access to residential or commercial; recreational to residential.

NOTE: To be “residential” a parcel must have:

- An existing home site with approved septic system and home or former home.

OR

- A septic system designed for a home (not just an RV septic tank).

AND

- Someone must have lived on the property in a trailer or RV, even if it’s just sporadically.